



In Peace and Joy

ST. THERESA'S CONVENT SCHOOL

Riversdale Street
Coronationville
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Newclare 2112

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FINANCIAL POLICY

To be completed and signed by the person(s) responsible for the payments of school fees and levies.

Full name(s) and surname _____

Identity Number(s) _____

Residential address _____
_____ Code _____

Employer name _____

Employer Address _____
_____ Code _____

Work Number _____ Home Number _____

Cell Number _____ Email Address _____

Payment of Fees:

1. I hereby assume full responsibility for the payment of any fees and charges that may fall due as a result of the admittance to St. Theresa's Convent School, of the pupil whose details appear on this application form.
2. I acknowledge that school fees are payable in advance by the 1st of each month – from January to October (ten months in equal instalments)
3. I acknowledge that one terms notice (3 months) is required in writing or a terms fee (payment) is required in lieu of notice if a child is withdrawn from STC. If a learner leaves during the school term for any reason, whatsoever both at the insistence of the Principal or Parents, the balance of the fees for that term will be forfeited and a terms fees in lieu of notice will be payable.
4. I acknowledge that should any one instalment payable in terms hereof not be paid by the due date, then the balance outstanding at the date of the next statement, shall immediately become due and payable by me and that no indulgence or grant time by STC shall be deemed a waiver of its rights hereunder.
5. I choose the residential address set out above as my domicillium citandi et executandi for the service on me by STC of all notices, processes and other communications.
6. Should your child find an alternative school, please notify the school by the end November. Or you will be held liable for a terms fee (3 months).

Understand and Agree That

7. R600 of the deposit is non- refundable and will be forfeited should the parent(s) / guardian(s) decide for whatever reason(s), not to send the learner to STC.

8. School fee refunds will only be given if parent(s) / guardians are withdrawing the learner from STC after the appropriate notice has been given.

9. That in accordance with the rights of an Independent School, should I not meet the terms of payment required, I might be asked to keep the learner at home until the arrears are paid.

10. Accounts that are continually ignored will be handed over to our Debt Collectors for the recovery thereof. All costs incurred thereafter, irrespective of whether STC’s claim is settled before proceedings are instituted, will be for my own account.

11. Fees increase annually and will be announced after each AGM

12. This clause is binding and I will be held liable for the payment of all outstanding fees even if the learner no longer attends the school.

Late Fee Policy

Phone calls/ reminders to parents regarding arrears are made by the fee administrator. Letters and an invitation to see the fee administrator/ principal to discuss a way forward and come to an arrangement regarding the arrears.

Should a payment not be received or the arrangements are breached, the child will be asked to be kept home until the fees are paid.

- I / we declare that I /we are responsible for the payment of fees and agree to abide by the conditions as set out above and I/we have read and understood the above terms and conditions as set out in this contract and wholly agree to adhere to it.
- I/we hereby consent to STC or its appointed agencies to carry out a credit enquiry to establish whether I/we can meet my/our financial obligations in terms of this agreement and in the event that I/we fail to meet my/our obligations, may record my/our non- performance with the credit bureaux.

Signed at _____ this _____ day of _____ 20_____

Signature: Father/ Guardian

Signature: Mother/ Guardian

Initial: